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Executive Registry

63-4744

7 June 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-31 May 1963

1. Cables Processed

a. CIA cables processed totaled 20,599 IN cables, 7,663 OUT cables, 1,798 TD's, and 3,215 miscellaneous items for a total of 33,275 work items. This represents an increase of 8,120 items or 32% over the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 15,656, an increase of 2,691 or 21% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 48,931 items. The May total represents an increase of 10,813 or 28% over the 1962 monthly average of 38,118. I am working on some data which may show us the trend and thus give us a workable forecast of our workload for the next year. The Cable Secretariat did a daily average of 1,578 items each 24 hours including Saturdays and Sundays. This is better than 1.08 work items per minute.

d. 1,595 cables or 4% of all cables processed were furnished to the Director as compared to 1,902 or 5% for April 1963.

2. Personnel

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a. We are in real need of people. As of this date, we have [REDACTED] persons on duty against a T/O of [REDACTED]. With known losses and gains for June, by 30 June we will be short 7 persons.

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b. I will be on active military duty at Fort Leavenworth 8-23 June 1963.

3. General

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a. Attached is a copy of a memorandum from [REDACTED] Chief Benefits and Services Division, Office of Personnel, expressing his gratitude for the manner in which the Cable Duty Officers have faithfully and attentively kept his office informed concerning employee emergencies.

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3. b. The Records Management Staff study concerning Signal Center Archives has been approved and beginning 1 July 1963 the Archives will be under the Cable Secretariat. While we probably will accomplish certain changes in the next year, we do not contemplate any substantial changes until the unit is physically in our area.

c. We began to experiment with delivery of cables by the pneumatic tube system. Heretofore prohibitions against using the system for sensitive categories have made it unfeasible to use. On 24 May certain of these prohibitions were relaxed and we may now dispatch sensitive cables provided they are enveloped. This system is still too tight in its requirements, particularly as to enveloping. With the large number of offices involved, we estimate actual time spent in the formal addressing of envelopes is greater than the time spent in direct delivery by courier. I have discussed our problem with [REDACTED] of the DDS-SSA Staff and we are hopeful of working out a more simple means of addressing the copies of cables for delivery. My ultimate goal is full utilization of the tube for delivery of cables.

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Attachment: OP memo

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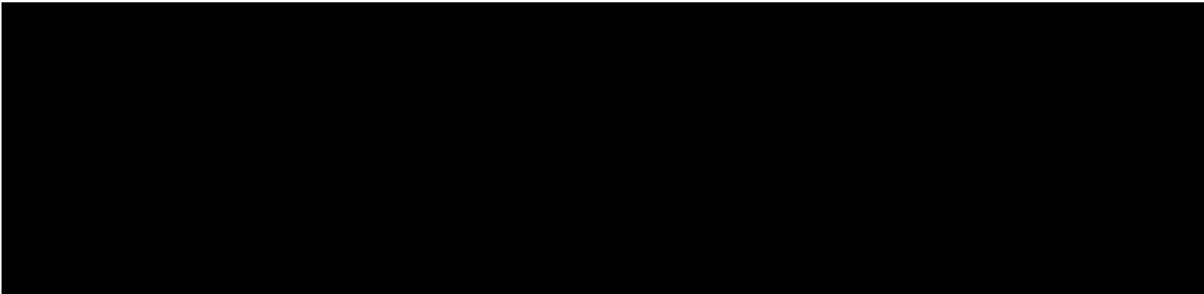
15 MAY
1963

MEMORANDUM FOR : Executive Officer,
Cable Secretariat

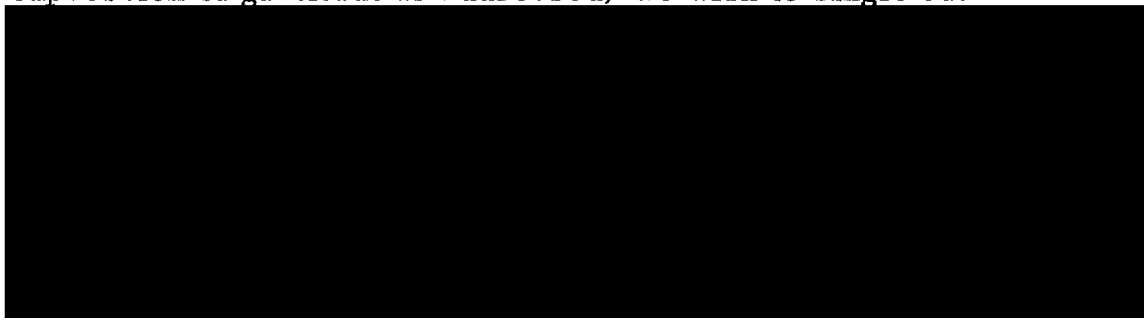
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SUBJECT : 


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2. We wish to take this opportunity to express our gratitude for the manner in which the cable duty officers have faithfully and attentively kept this Office informed when other than routine cables concerning employee emergencies are received. Although we have come to expect competent service from these duty officers because of years of consistently high performance, our experience in the last few weeks has even more dramatized the dependence we have on your duty officers. While there are many duty officers to whom this expression of gratitude is addressed, we wish to single out



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Chief, Benefits and Services Division

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